



GL4

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Introduction

Chartfields are data fields which record financial transactions in Edison. The use of chartfields will replace the use of transaction codes in STARS. Therefore, it is essential that all financials users understand the type of data that each chartfield is designed to record.

The GL4 course will provide users with an overview of the new Edison chartfields, show users how to view chartfield values in Edison, and instruct users on how to use the Translation Search page, which allows you to translate STARS coding into Edison chartfield combinations.

Understanding Chartfields

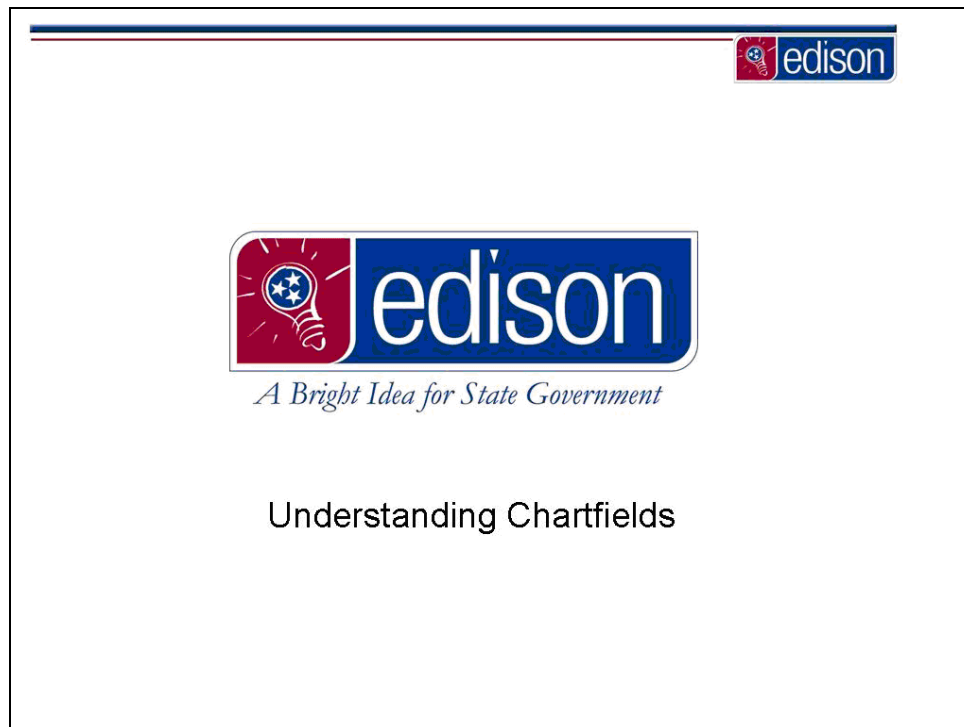
Chartfields are data fields which record financial transactions within the General Ledger. Multiple chartfields allow for a more detailed level of reporting financial information.

Viewing ChartField Definitions

Chartfields are data fields which record financial transactions within the General Ledger. Multiple chartfields allow for a more detailed level of reporting financial information.

Procedure

In this lesson, you will learn the definitions of common Edison chartfields.





Set ID

- The SetID is set up to group sets of values for specific applications. The PeopleSoft SetID allows you to group together values such as vendors, ChartFields, customers, etc. A SetID may be attached to a single business unit, or multiple business units may share the rules assigned to a SetID.
- The SetID of all set up data is either SHARE or the Business Unit.
 - *For Example:*
 - An Account will have a SetID of SHARE, and the values will be common among agencies.
 - A Department ID will have a SetID based on its GL Business Unit.
- Some chartfields such as Fund and Account are values that are shared (common) among agencies. This also allows for easier setup.
- Other chartfields are agency specific such as Dept, Program and User Code.
- The location value is either SHARE or agency specific based on the agency.



Business Unit

- Business Units have been established to identify each individual State of Tennessee Administrative Agency at a GL Business Unit level.
- A GL Business Unit can have many submodule Business Units attached to it, but there can only be one GL Business Unit per Administrative Agency. Each module can have its own Business Unit or many Business Units. For example, the AP module has a Business Unit for each correctional facility, but each of these Business Units maps to a single GL Business Unit for the Department of Correction.
- The business unit is a 5-character alphanumeric field with the first 3 representing the old Department and the last 2 representing the old Division.
- Business Unit Examples:
 - 31701 *Finance and Administration*
 - 33600 *Financial Institutions*
 - 32601 *Tourist Development*



Fund

- Fund is the building block of governmental accounting. Fund assures that dollars are spent for the purpose intended.
- **ALL** transactions in the system must have a valid fund.
- Smart Coding Convention:
 - *1st 2 digits same as STARS with 3rd digit = 0 for growth and 4th and 5th digits represent existing Fund Detail or new ones.*
- Field Length – 5 digits
- Fund Examples:
 - *11000 General Fund*
 - *25000 Education Trust Fund*
 - *31000 Capital Projects Fund*



Department ID

- Department ID defines lower levels of the organizational structure.
- Smart Coding Conventions
 - *1st 5 digits are the same as the existing Dept/Division while the last 5 digits are used for organizational structure within the division.*
- Field Length - 10 digits
- Department Examples:
 - *3260100001 Commissioner's Office – Tourist Development*
 - *3260113001 Procurement – Tourist Development*
 - *3391020562 Motor Pool – Mental Health*



Account

- Classifies the nature of the transaction. Account determines whether the value is an asset, liability, equity, revenue, expenditure, non budgeted, or statistical.
- The Account chartfield is a required field for all transactions.
- Smart Coding Convention: The first digit of the Account indicates its type. For example, an Account that begins with 1 or 2 is an Asset. The table below includes all Account types:

1,2 = Asset	7 = Expenditure
3,4 = Liability	8 = Non Budgeted
5 = Equity	9 = Statistical
6 = Revenue	
- Field Length – 8 digits
- Account Examples:
 - 10010195 Peoples Bank (Asset)
 - 68090000 Interdepartmental (Revenue)
 - 70500000 Electricity (Expenditure)



Program

- Tracks revenue and expenditures for programs within an agency. Can also be used to identify groups of related activities, cost center, revenue centers, and responsibility centers.
- Smart Coding Convention
 - None
- Field Length – 6 digits
- Program Examples:
 - (BU 30701) 370200 County Support
 - (BU 31901) 007004 Special Events
 - (BU 32501) 490006 Adult Daycare



Location CF

- Represents county, district, and regions.
- Smart Coding Convention
 - *1st 2 digits represent the county and the last 3 are agency specific.*
- Field Length – 5 digits
- SetID is either SHARE or Agency Specific
- Location CF Examples:
 - *SHARE: 19000 Davidson County, 28000 Giles County*
 - *Agency Specific: 32701(Environment and Conservation), 06030 Park Operations, Red Clay*



User Code

- Used for specific Agency costing needs
- Smart Coding Convention
 - *None*
- Field Length – 6 digits
- User Code Examples:

Budget Department ID	User Code
– 32801 Wildlife Resources	130900 Fish Food
– 32101 General Services	230030 Audit
– 33101 Education	004000 Billable Technology Services



Bonds

- Budgetary Control field which records the legal authority for bond monies to be spent on a capital project. The source of funding can also be from State funding or revenues.
- Smart Coding Convention
 - 1st Digit
 - B – Bond Authorization
 - C – Current Funds
 - R – Revenue
 - 2nd, 3rd Digit
 - Year of Funding
 - 4th, 5th Digit
 - Number of Fundings per Year
- Field Length: 5 alpha/numeric



Bonds (cont.)

- Account Examples:
 - B9501 Bonds Authorized 1995 Chap 1010
 - B9502 Bonds Authorized 1995 Chap 1010
 - B9503 Bonds Authorized 1995 Chap 1010
 - C9901 Current Funds 1999 Chap 1135
 - C9902 Current Funds 1999 Chap 539
 - R0701 Revenue 2007



Project

- Captures additional information useful for grant and project accounting. If this field is used, other Project Attributes are required. See the next slide.
- Smart Coding Convention
 - None
- Field Length – 15 digits



Additional fields used by Project/Grant

- PC Business Unit
 - An operational subset of the organization.
 - Field Length 5 digits.
 - Required field on all Project/Grant Transactions.
- Activity
 - A component of projects. In the case of a grant, it is the funding source.
 - Field Length 15 digits.
 - Required field on all Project/Grant Transactions.
- Source Type
 - Identifies the nature of the transaction.
 - Field Length 5 digits.
- Category and Subcategory
 - Used to further classify projects.
 - Field Length 5 digits.



Combo/Edit Rules

- Combo edit rules check transactions for valid chartfield combinations based on pre-defined rules.
- Below is a matrix for the fields that are required with each type of transaction:

Chartfield Label	Required Entry?			
	Assets, Liabilities and Equity	Expenditure	Non-Dept Revenue	Department Revenue
Fund	Yes	Yes	Yes	Yes
Department	No	Yes	Yes	Yes
Account	Yes	Yes	Yes	Yes
Program	No	No	No	No
Location CF	No	Yes	No	Yes
Project	No	No	No	No
User Code	No	No	No	No
Bonds	No	No	No	No

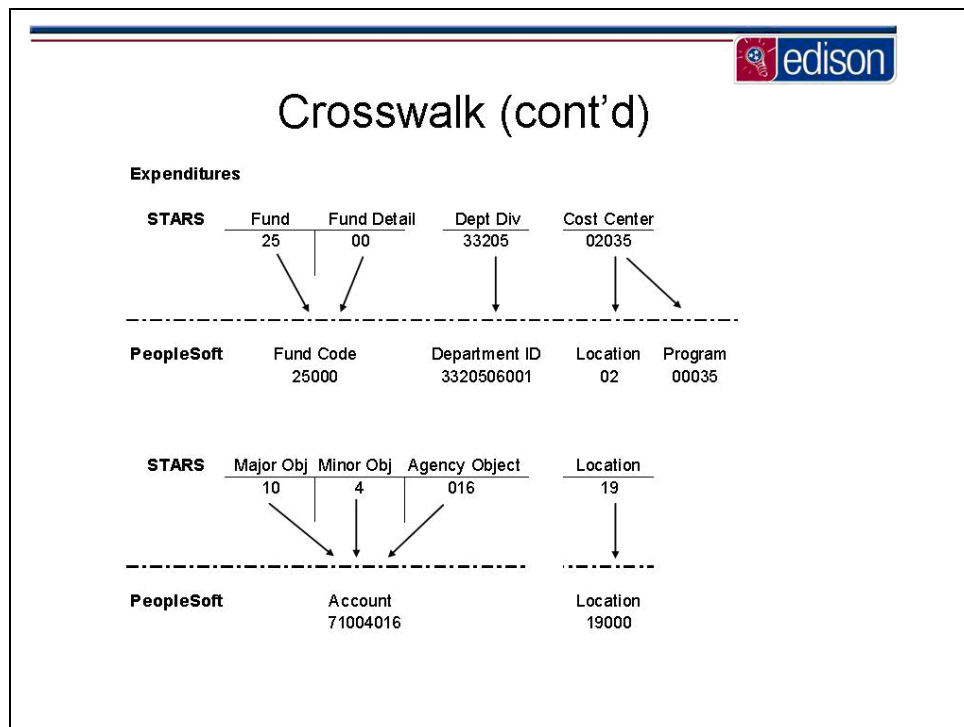
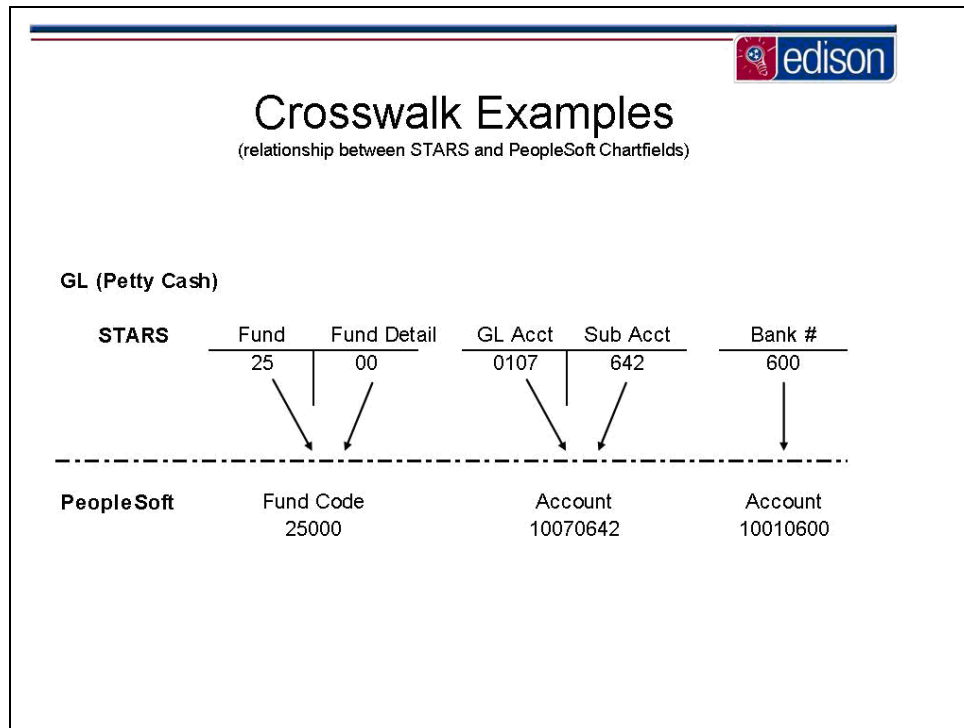
Note: Fund and Department are used for Budget Checking

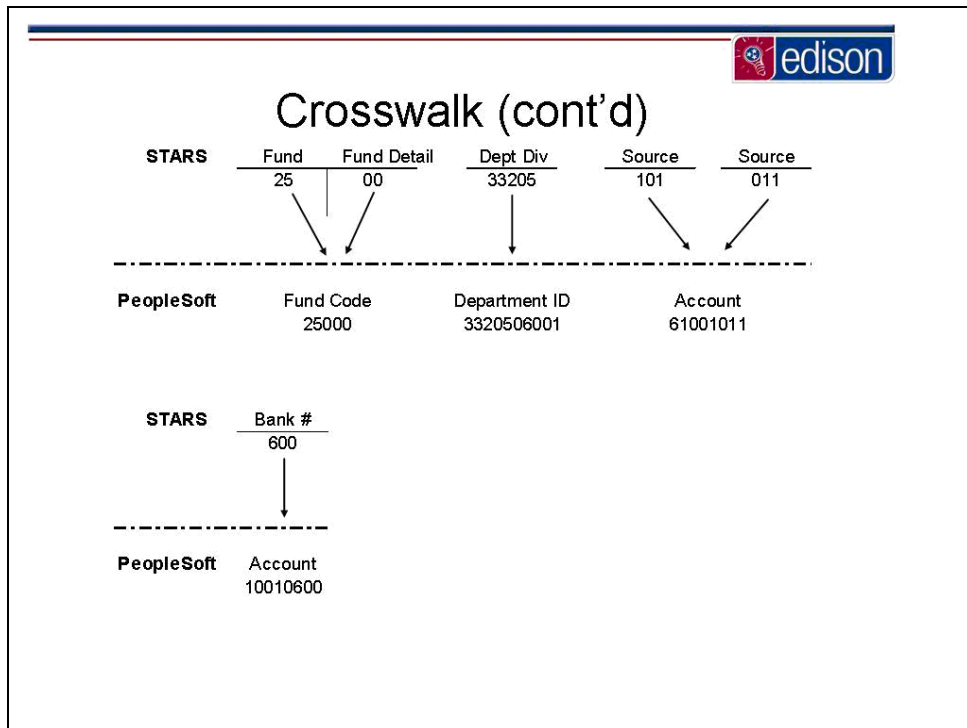


Combo/Edit Rules – Examples

- Below are examples of chartfield combinations that will be required based on type of account used:

Account Type	Fund	Department	Account	Program	Location CF	Project	User Code
Asset	11000		10010045				
Expenditure	11000	3260115301	70402000		19000		
Non-Dept Rev	11000	3260112001	65007000				
Dept Rev	11000	3260112001	68090000		19000		



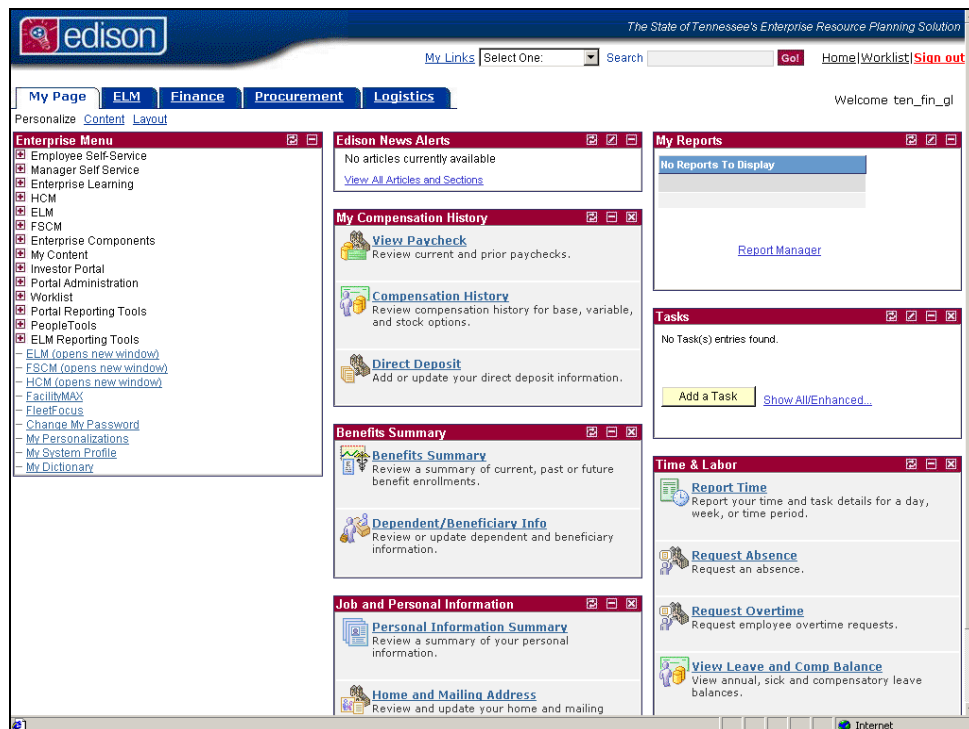



Viewing Chartfield Values

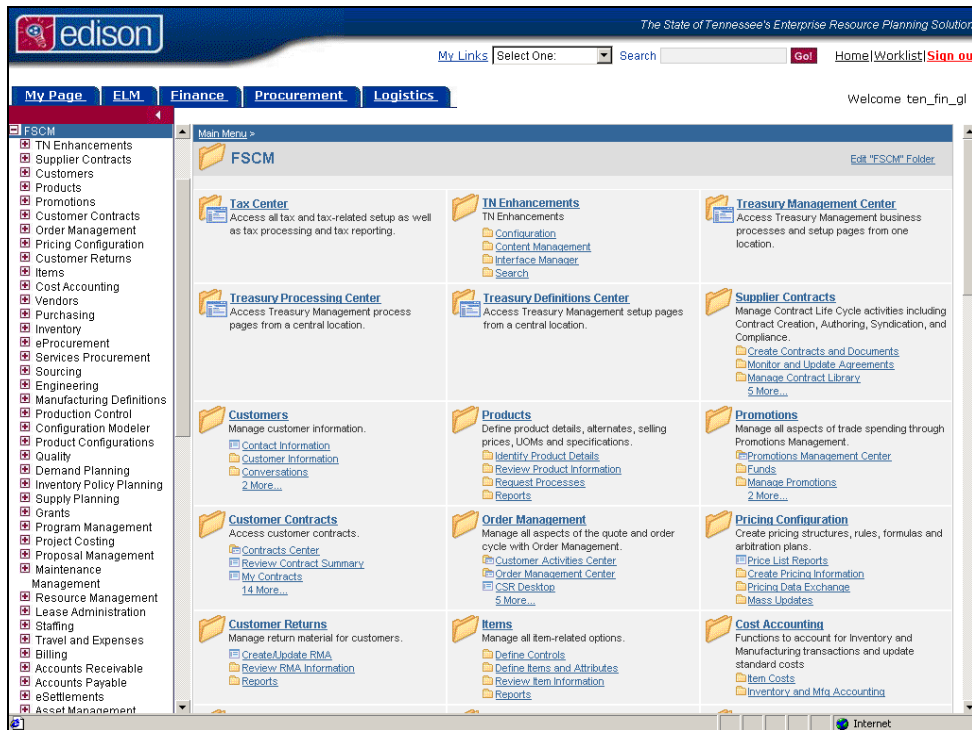
Chartfields are data fields which record financial transactions within the General Ledger. Multiple chartfields allow for a more detailed level of reporting financial information.

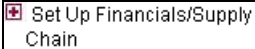
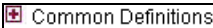
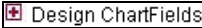


Procedure

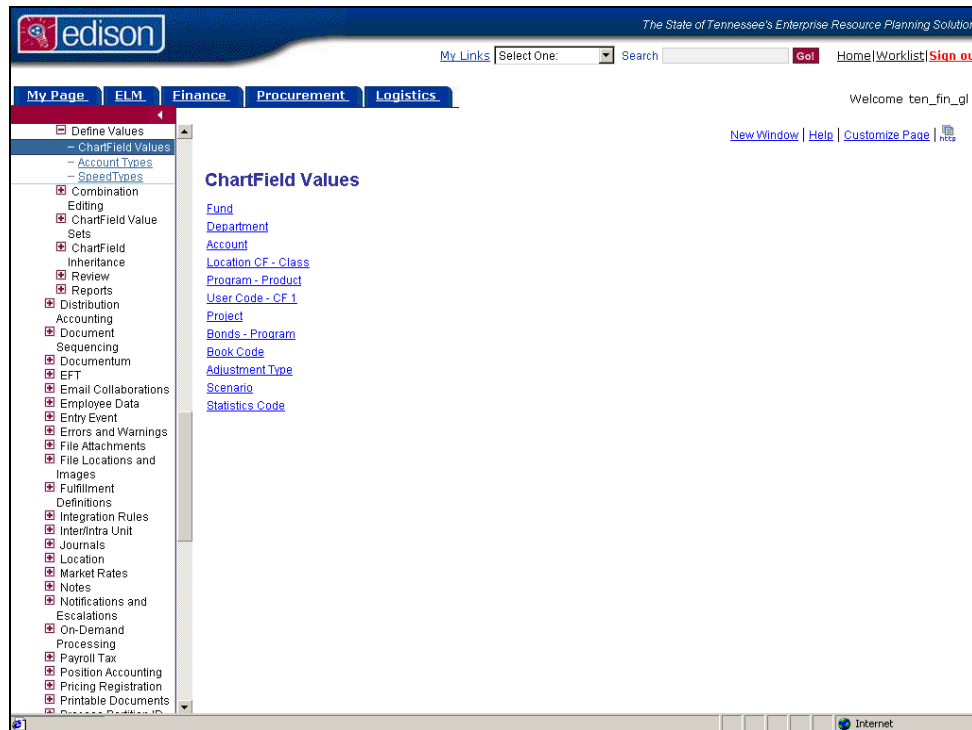
In this topic, you will learn how to view Edison Chartfield values.



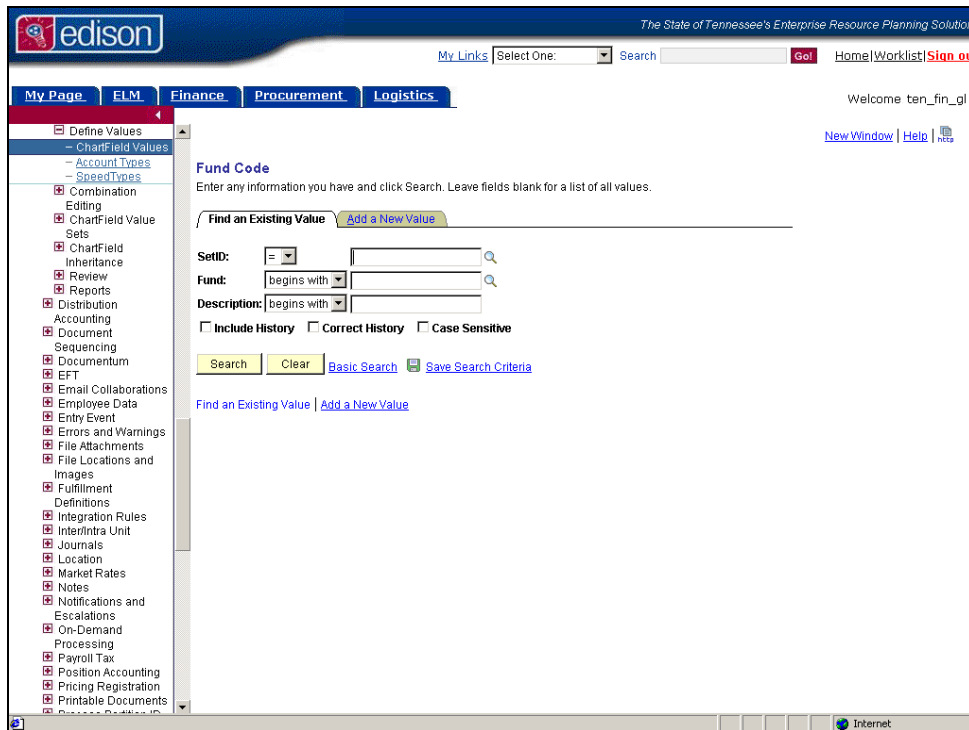
Step	Action
1.	Let's start by navigating to the list of Edison chartfields. Click the FSCM link. 


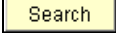



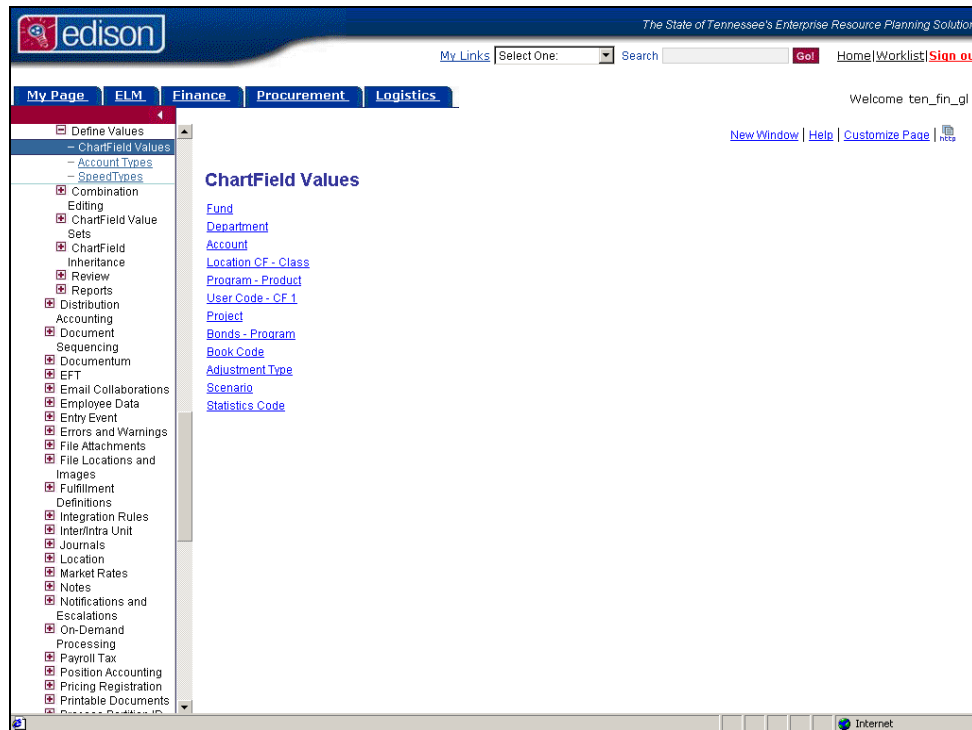
Step	Action
2.	Click the navigation bar to scroll down.
3.	Click the Set Up Financials/Supply Chain link. 
4.	Click the Common Definitions link. 
5.	Click the Design ChartFields link. 
6.	Click the Define Values link. 
7.	Click the ChartField Values link. 
8.	This screen allows you to search for and view different chartfields.



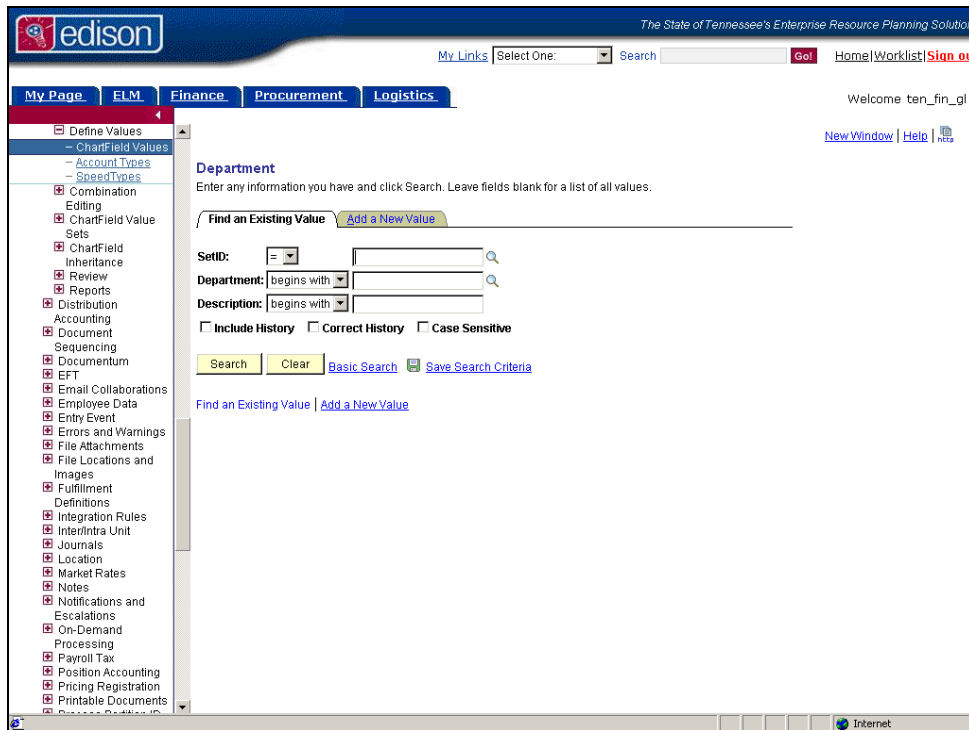
Step	Action
9.	Let's start by looking at the Fund chartfield. Click the Fund link. Fund




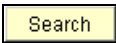

Step	Action
10.	Click in the SetID field. 
11.	Enter the desired information into the SetID field. Enter " SHARE ".
12.	Click the Search button. 
13.	You can now see the SetID , Description and Short Description for each Fund in the Search Results table. If you would like more detailed information on a particular Fund, you can click on the desired Fund number to see basic set up information such as the Effective Date , Status , and Description .
14.	Let's look at another common chartfield: Department . Click the ChartField Values link. 

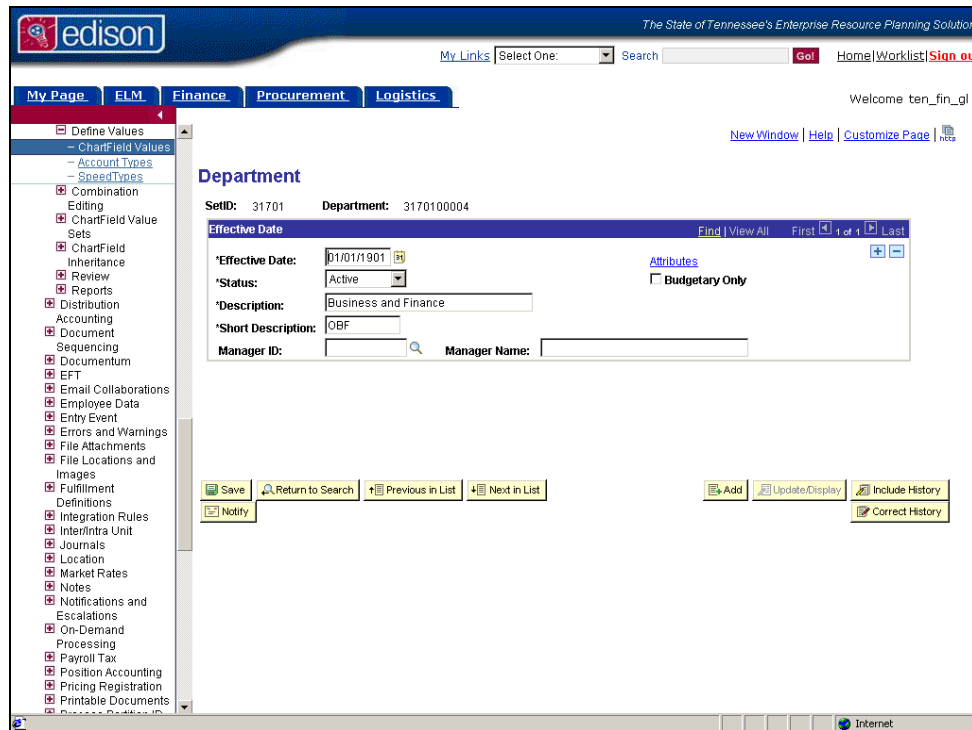


Step	Action
15.	Click the Department link. Department



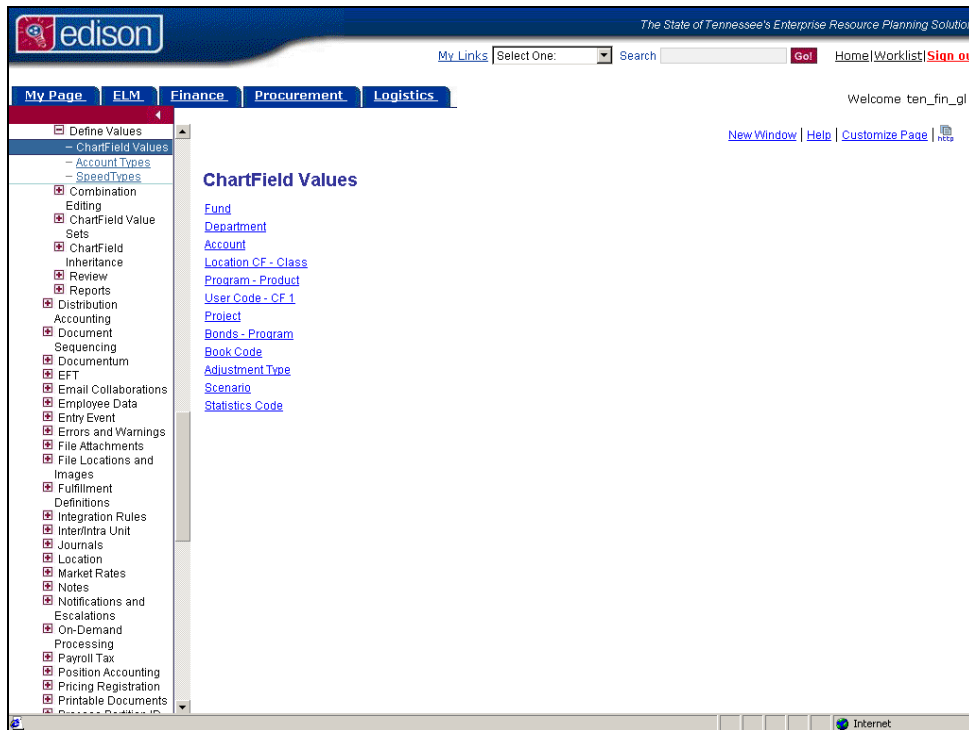
The screenshot shows the Edison web application interface. The top navigation bar includes "My Page", "ELM", "Finance", "Procurement", and "Logistics". The left sidebar lists various system components, with "Define Values" expanded to show "ChartField Values". The main content area is titled "Department" and contains a search form. The form includes fields for "SetID:", "Department:" (with a dropdown menu), and "Description:" (with a dropdown menu). There are also checkboxes for "Include History", "Correct History", and "Case Sensitive". A "Search" button is present, along with links for "Find an Existing Value" and "Add a New Value".

Step	Action
16.	Since Department is an agency-specific chartfield, we'll use a SetID in this example that represents an actual agency. Click in the SetID field. 
17.	Enter the desired information into the SetID field. Enter " 31701 ".
18.	Click the Search button. 
19.	Notice that some department IDs have only five digits. These department IDs are budgetary only. No revenue or expenditure transactions can be recorded to these 5-digit department IDs.
20.	Click the Business and Finance entry in the Description column. 
21.	Just like the Fund chartfield, clicking on a specific department shows additional information about that department, such as the Effective Date and Status .

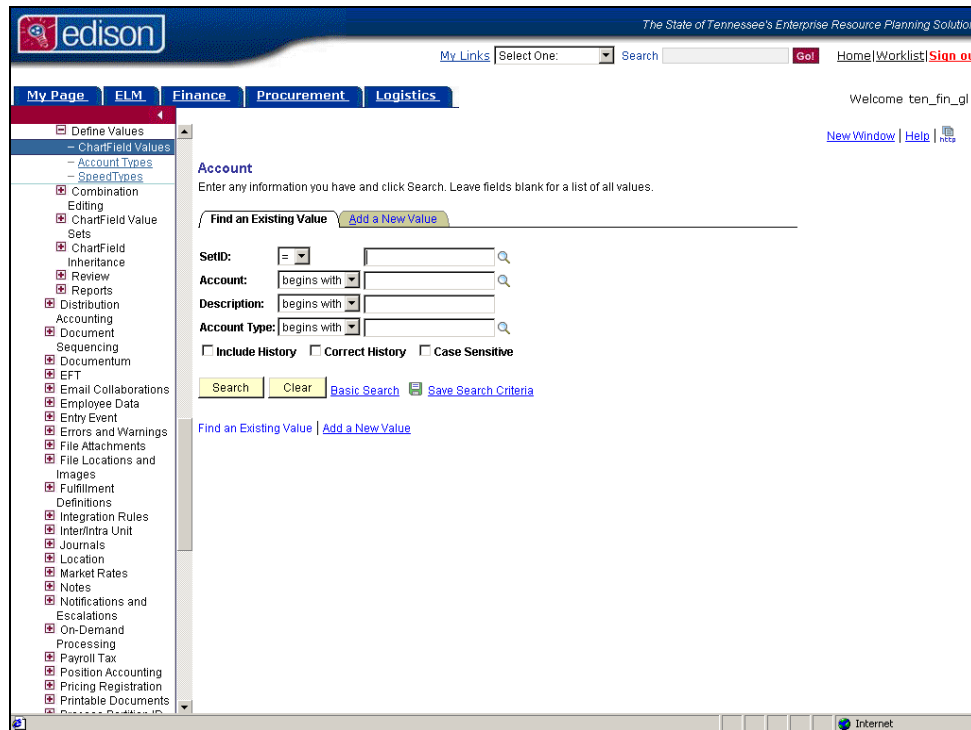





The screenshot shows the Edison web application interface. The top navigation bar includes the Edison logo, a search bar, and links for My Links, Select One, Search, Go!, Home, Worklist, and Sign out. Below the navigation bar are tabs for My Page, ELM, Finance, Procurement, and Logistics. The left sidebar contains a tree view with categories like Define Values, ChartField Values, Account Types, and SpeedTypes. The main content area displays the 'Department' form. The form includes fields for SetID (31701), Department (3170100004), Effective Date (01/01/1901), Status (Active), Description (Business and Finance), Short Description (OBF), Manager ID, and Manager Name. There are also buttons for Save, Return to Search, Previous in List, Next in List, Add, Update/Display, Include History, and Correct History.

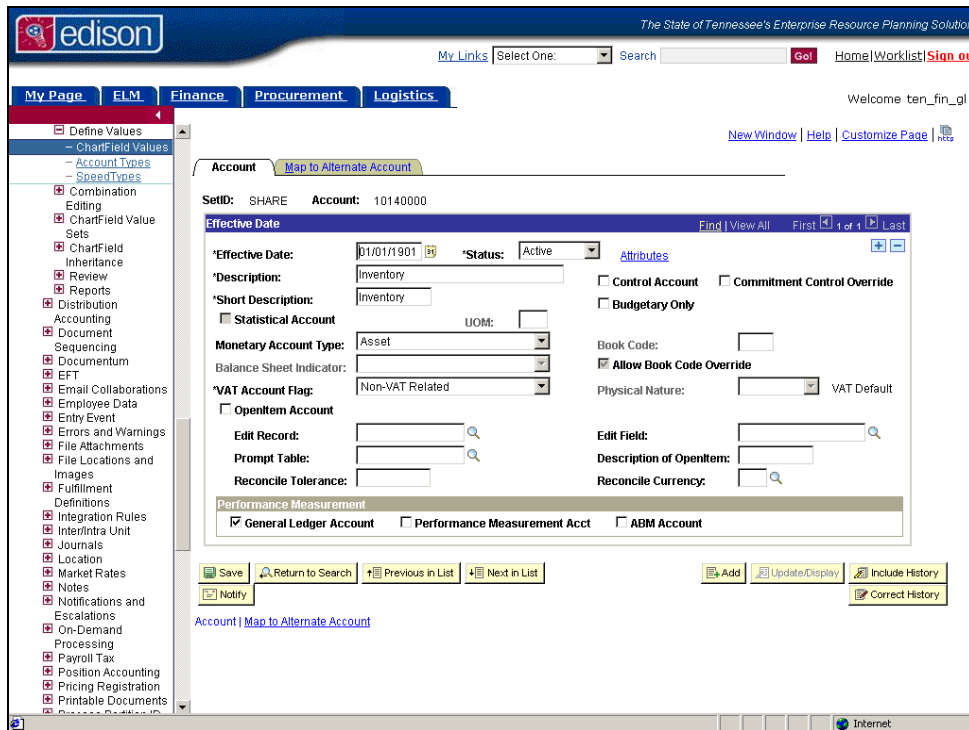
Step	Action
22.	Let's look at a final example: Account . Click the ChartField Values link. ChartField Values



Step	Action
23.	Click the Account link. Account



Step	Action
24.	Click in the SetID field. 
25.	Enter the desired information into the SetID field. Enter " SHARE ".
26.	Click the Search button. 
27.	You can use the navigation bar to navigate up and down the page to look at additional accounts. Click the navigation bar to scroll to the bottom of the page.
28.	Click the navigation bar to scroll to the bottom of the page.
29.	Click the Inventory entry in the Description column. 
30.	This screen displays information about the Inventory account, including Effective Date , Status , and Monetary Account Type .



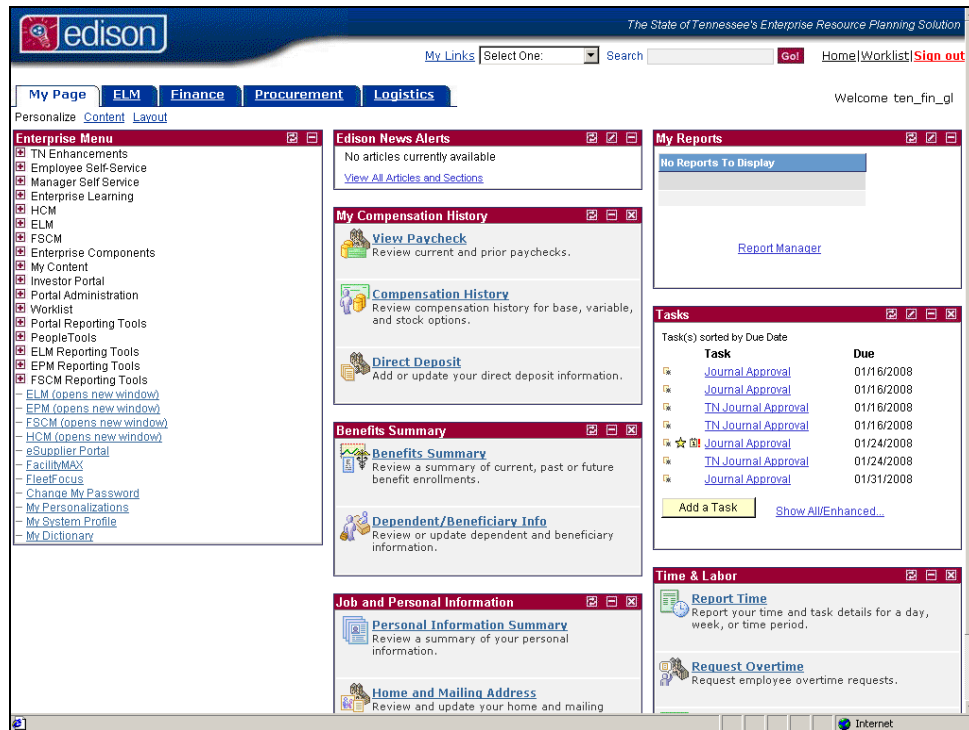
Step	Action
31.	Click the ChartField Values link. ChartField Values
32.	In this topic, you have learned to search for and view Edison Chartfield Values. End of Procedure.


Understanding the Crosswalk between STARS and Edison

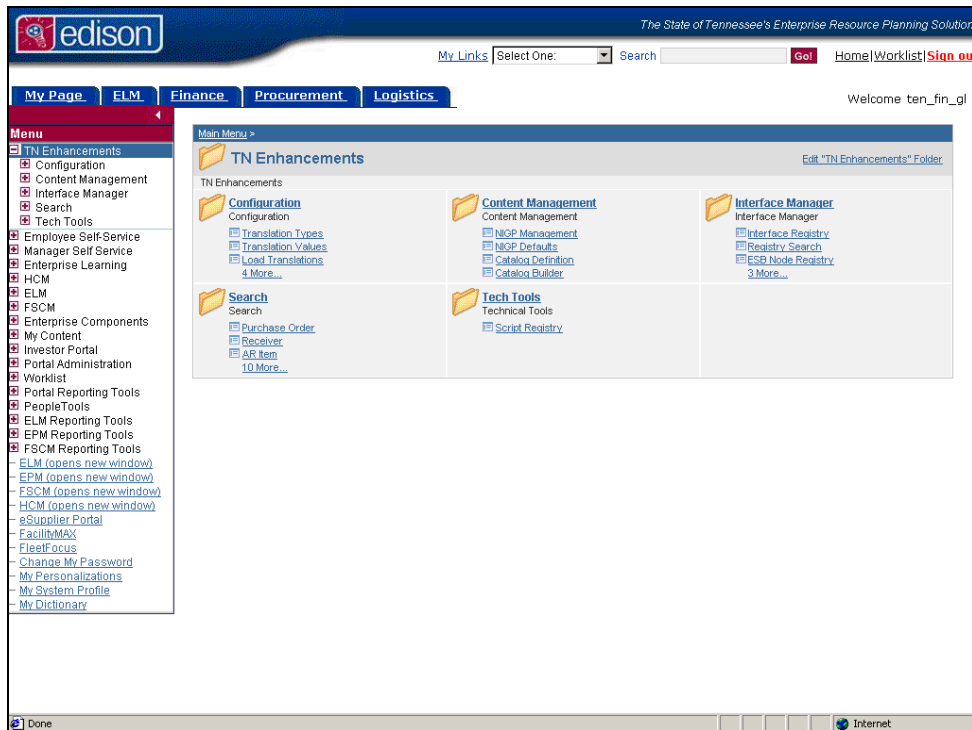
Edison features a customized page that allows users to translate STARS coding into Edison coding.



Procedure

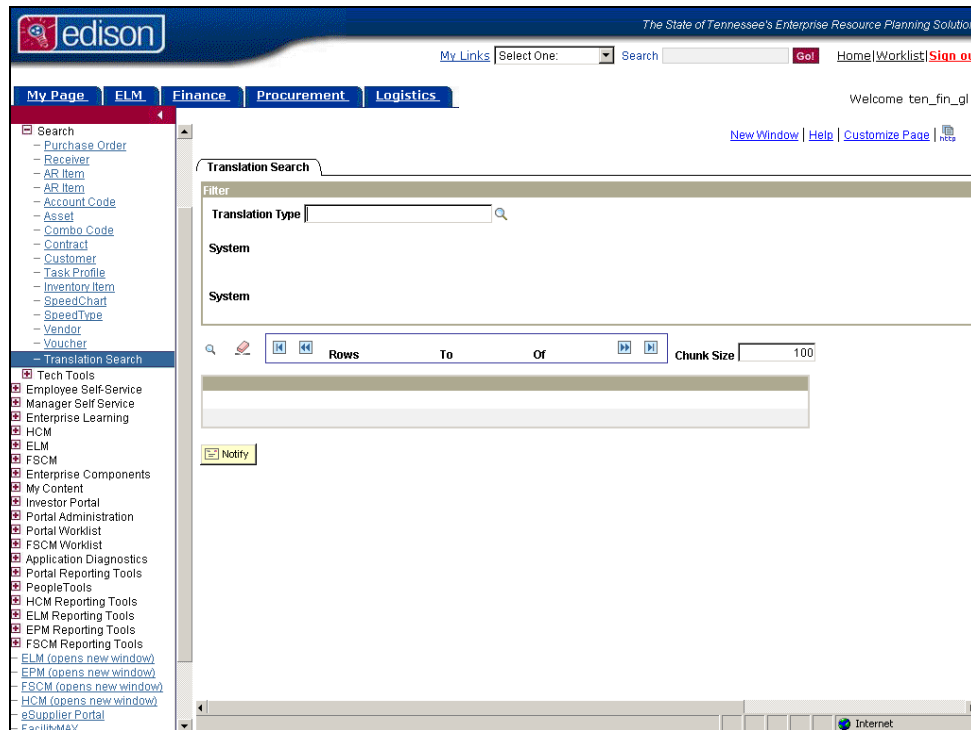
In this topic, you will learn how to use the Translation Search feature to translate STARS coding into Edison coding, or Edison into STARS.















Step	Action
1.	Click the TN Enhancements link.  TN Enhancements






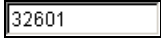



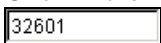







Step	Action
2.	Click the Search link.  Search
3.	Click the Translation Search link.  Translation Search



Step	Action
4.	Clicking on the search icon without entering specific information in the Translation Type field will show all your possible options. Click the Look up Translation Type button. 
5.	Click the Account entry in the Translation Type column. 
6.	If you have the Edison account and need the corresponding STARS coding, you can enter the number here. If you have the STARS coding and need the Edison account, you will need to use the CONV_ACCOUNT option on the Translation Type search page.
7.	Let's start by entering an Edison account. Click in the Account field. 
8.	Enter the desired information into the Account field. Enter " 31051020 ".
9.	Click the Search button. 
10.	Notice that the GL Account and Subsidiary Account fields now contain the STARS coding that corresponds to the Edison account you entered above.

Step	Action
11.	Clicking the Clear button will clear the information in the STARS fields, allowing you to do another search. Click the Clear button. 
12.	Notice that the GL Account and Subsidiary Account fields are now empty.
13.	Now, let's use the CONV_ACCOUNT translation type to convert a STARS account to an Edison account.
14.	Click the Look up Translation Type button. 
15.	Click the CONV_ACCOUNT entry in the Translation Type column. 
16.	Click in the GL Account field. 
17.	In order to use this Crosswalk, you must know the STARS GL Account. For example, 0550 is revenue. In this case, we will use 0500 for expenditures.
18.	Enter the desired information into the GL Account field. Enter " 0500 " for expenditures.
19.	Click the Search button. 
20.	Notice that multiple Edison accounts appear that correspond to the STARS GL Account of 0500.
21.	To see any additional STARS values, scroll to the right. Click the navigation bar to scroll to the right.
22.	Click the navigation bar to scroll to the left.
23.	If you would like to narrow your results, you can enter additional values from the STARS accounting string. In this example, we will enter additional values to find the STARS Account for 70103001.
24.	Click in the Major Object field. 
25.	Enter the desired information into the Major Object field. Enter " 01 ".
26.	Click the Search button. 
27.	Click in the Minor Object field. 
28.	Enter the desired information into the Minor Object field. Enter " 3 ".

Step	Action
29.	Click the Search button. 
30.	Let's look at another translation type. Click the Look up Translation Type button. 
31.	Click the BUSINESS_UNIT entry in the Translation Type column. 
32.	Click in the Business Unit General Ledger field. 
33.	Enter the desired information into the Business Unit General Ledger field. Enter " 32601 ".
34.	Click the Search button. 
35.	Click the navigation bar to scroll to the right side of the page.
36.	The STARS department division now appears in the Department Division field
37.	Click the navigation bar to scroll to the left side of the page.
38.	Click in the Business Unit General Ledger field. 
39.	Press [Backspace] .
40.	Click the Clear button. 
41.	Now let's start by entering the STARS coding. Click in the Department Division field. 
42.	Enter the desired information into the Department Division field. Enter " 32601 ".
43.	Click the Search button. 
44.	Notice that the Edison business unit now appears in the Business Unit General Ledger field.
45.	Click in the Department Division field. 
46.	Press [Backspace] .
47.	Click the Clear button. 
48.	Let's look at a final example. Click the Look up Translation Type button. 

Step	Action
49.	Click the FUND_CODE entry in the Translation Type column. 
50.	Click in the Fund Code field. 
51.	Enter the desired information into the Fund Code field. Enter " 11000 ".
52.	Click the Search button. 
53.	Notice that the STARS values for Fund and Fund Detail now appear below.
54.	You have learned to use the Translation Search tool to translate Edison coding into STARS, or STARS to Edison. End of Procedure.